

f. OFFICE OF PERSONNEL

- (1) MISSION. The Director of Personnel is responsible for the direction of a central personnel program in support of Agency operations and activities.
- (2) FUNCTIONS. The Director of Personnel shall:
- (a) Develop and recommend policies, practices, procedures, and standards for governing personnel administration in the Agency, and perform review and evaluative functions connected therewith.
 - (b) Advise and assist Heads of Career Services and Operating Officials on matters of personnel administration.
 - (c) Develop policy and provide technical guidance in connection with employee retirement programs for proprietary organizations and review each proposal for the establishment of such a program to ensure that it conforms to Agency policy and is correctly designed to suit the intended purpose.
 - (d) Develop general policy and provide technical advice on casualty planning and, acting as staff officer for the Director of Central Intelligence, review and approve proposed casualty plans and proposed death, disability, and insurance benefits for those individuals identified in HR [REDACTED] who are engaged in certain activities.
 - (e) Conduct research and make statistical and analytical studies pertinent to Agency personnel management.
 - (f) Provide secretariat services and other administrative support to the Personnel Advisory Board, the Retirement Boards, and the Honor and Merit Awards Board.
 - (g) Procure new personnel through a system of nationwide recruitment, including initial evaluation and eventual appointment.
 - (h) Make all initial assignments of personnel and reassignments that may require central assistance, coordination, and control; and operate a system for holding new personnel for eventual assignment.
 - (i) Advise and assist supervisors, Heads of Career Services, and other Agency officials with regard to the handling of formal disciplinary actions; review and make recommendations when involuntary separations are contemplated; and process all separation actions.
 - (j) Authenticate official personnel action documents and maintain official records and a reporting service pertinent to the personnel activity of the Agency.
 - (k) Provide liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, monitor the reserve activities and training of Agency civilians affiliated with the reserve programs of the armed services, and provide guidance and assistance in support of Agency personnel mobilization planning.
 - (l) Maintain liaison with the Civil Service Commission and other agencies to facilitate Agency participation in appropriate external personnel programs and activities provided for Federal employees.
 - (m) Provide position evaluation, wage administration, and comprehensive position standards.
- [REDACTED]
- (o) Establish special monetary allowances and differentials for overseas personnel as required.

Revised: 7 March 1966 (285)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

65

25X1A

- (p) Administer the Agency Suggestion and Invention Awards Program.
 - (q) Administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended.
 - (r) Provide a program to assist prospective retirees in preparing for and obtaining post-retirement employment and to furnish prospective resignees with possible sources of new employment.
 - (s) Provide additional services including: a processing service, in cooperation with other support components, to assist personnel performing official travel; insurance programs for Agency personnel; counseling services to assist with retirement planning and other personal matters; a centralized service for the monitoring or handling of employee emergencies; and supervision and guidance to the Agency Credit Union and the Employee Activity Association.
- (3) ORGANIZATION. See organization chart, figure 21.

ORGANIZATION

e. OFFICE OF LOGISTICS

(1) MISSION. The Director of Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for printing, mail, and courier services.

(2) FUNCTIONS. The Director of Logistics shall:

- (a) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
- (b) Develop logistics data for and provide technical assistance to other components in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
- (c) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
- (d) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development, maintenance, and distribution of a Supply Catalog, development of supply programs, stock levels, production capacity requirements, and controlled-materials program requirements; and determine initial procurement quantities.
- (e) Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.
- (f) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services necessary for Agency activities.
- (g) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
- (h) Determine space requirements and plan, acquire, and allocate space to meet Agency needs within the Metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services.
- 25X1A6a (i) Provide [redacted] facilities and technical guidance, in support of activities within and outside the continental limits of the United States, for the receipt, inspection, preservation, storage, issue, packing, maintenance, repair, redistribution, and disposal of equipment and supplies.
- (j) Approve transfers and loans of Agency materiel to other U. S. Government agencies. Transfers may be on a reimbursable or nonreimbursable basis in accordance with the terms and conditions of the Federal Property and Administrative Services Act of 1949, as amended.
- 25X1A (k) Develop and administer an integrated property accounting system and designate those headquarters and [redacted] field activities responsible for maintaining formal accountability for materiel.
- (l) Appoint accountable officers or authorize chiefs of components to make such appointments.
- (m) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
- (n) Provide technical guidance on travel arrangements for Agency personnel, and arrange for the transportation of Agency property.

Revised: 16 August 1963

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

61

SECRET

Approved For Release

HR

25X1A
03 : CIA-RDP78-04995A000100020016-6 ORGANIZATION

- (o) Provide vehicular support in the Metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
 - ✓ (p) Provide trained logistics personnel to other Agency components.
 - ✓ (q) Maintain the headquarters mail and courier service.
- (3) ORGANIZATION. See organization chart, figure 20.

SECRET

Revised: 16 August 1963